

# MONROE COUNTY

## JOB DESCRIPTION

PSEMM003

<b>Position Title:</b> RADIOLOGICAL EMERGENCY PREPAREDNESS PLANNER		<b>Date:</b> 03/01/04
<b>Position Level:</b> 9	<b>FLSA Status:</b> EXEMPT	<b>Class Code:</b> 9-35

### GENERAL DESCRIPTION

This position is responsible for the administration and operation of Monroe County's Radiological Emergency Preparedness (REP) Program for the Florida Power & Light Company Turkey Point Nuclear Power Plant as well as various other programs which would pose a radioactive threat to the citizens of Monroe County. This is technical work with responsibility for training, planning, exercise development, education in all matters concerning all facets of the Radiological Emergency Response to an incident involving radiological material, primarily a radioactive release from the Turkey Point Nuclear Power Plant. Additional responsibilities include the planning of Emergency Management daily activities.

This work is performed under the general direction of the Emergency Management Director.

### KEY RESPONSIBILITIES

1. Prepares for and conducts Turkey Point Nuclear Power Plant Exercises and Drills. \*
2. Plans, conducts, supervises and executes radiological emergency response training for response agencies. \*
3. Responds to and supervises emergency actions taken at any radiological emergency in Monroe County (Power Plant, transportation, fixed site or WMD). \*
4. Prepares and administers budget which includes the research, development and monitoring of appropriate grants. \*
5. Prepares, updates and maintains the Federal, State and County Radiological Emergency Plans.\*
6. Serves as the County liaison and coordinator with the Federal Emergency Management Agency (FEMA), Nuclear Regulator Commission (NRC) and Department of Energy (DOE) regarding radiological issues and emergencies.\*
7. Maintains continuous contact with State and County agencies involved in the radiological program; and maintains steady contact with State, Federal and local agencies throughout the year regarding Emergency Management preparedness issues, exercise planning and exercise participation.\*
8. Participates in the State Radiological Training Task Force and radiological planning activities and policies across state, regional, county and local levels. Acts as DEM evaluator at other Nuclear Power Plant exercises in the State of Florida.
9. Responds to emergency and disaster situations involving inclement weather, hazardous materials, evacuation and/or sheltering. Provides assistance with coordinating county resources.
10. Analyzes and assesses radiological data, problems and issues and makes recommendations as necessary.
11. Prepares information and responds to questions and requests from the media, public, etc. as directed.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Radiological Emergency Preparedness Planner	<b>Class Code:</b> 9-35	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can be often found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>Other:</i>	Responsible in completing 10 PDS courses along with 7 RERO courses within the first 2 years in position. Employee is also responsible to refresh with 5 PDS courses and 3 RERO courses annually.
<i>On Call Requirements:</i>	On call 24 hours pending various emergencies.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

